Edward R. Korman
Chief, U.S.D.J.

United States District Court
Eastern District of New York
http://www.nyed.uscourts.gov

Robert C. Heinemann
Clerk

Mandatory Electronic Case Filing For All Judicial Officers

The hard copy of your document has been accepted for filing and will be processed. However, *all* future documents *must be* electronically filed.

The Eastern District's Administrative Order 2004-08, states that **electronic case filing is mandatory for all civil cases other than pro se cases and for all criminal cases.**

Requests by attorneys for an exemption to the mandatory policy will be considered for good cause hardship reasons only, and will be reviewed on an individual basis by the assigned United States Magistrate Judge. The Clerk's Office provides an electronic filing training program to assist attorneys filing electronically. Before seeking a hardship exemption, attorneys are advised to register for ECF and participate in the training program or otherwise seek the assistance of the Clerk's Office.

Training is offered at both courthouse locations, Brooklyn and Central Islip, free of charge. Two CLE credits are offered to attorneys attending an ECF class. To schedule training in Brooklyn call 718-260-2312. To schedule training in Central Islip call 631-712-6011.

For further information regarding electronic filing go to our website http://www.nyed.uscourts.gov and click on the cm/ECF link.

Contacts

1.	Technical Help Desk	(718)	260-2290
2.	ECF Registration	(718)	260-2312 - Brooklyn, or
		(631)	712-6031 - Central Islip
3.	Filing Questions	(718)	260-2610 - Brooklyn, or
		(631)	712-6011 - Central Islip